Software and multimedia

Project team agrees
to produce document

↓

Lead author prepares Electronic Topic
Concept Memo/Approval; forwards to
branch secretary (POA)

↓

Branch sec'y (POA) enters in Lab Research and Admin database;
enters record number on Topic Concept Memo/Approval form and
forwards electronically to Section Chief

↓

Section Chief reviews Topic Concept Memo/Approval for:
1) work substantially complete; 2) media/forum appropriate;
3) approval form complete; approves or disapproves request

→ Disapproved -
Returns to author
with feedback

Approved - forwards electronically to Branch Chief

↓

Branch Chief reviews Topic Concept
Memo/Approval and approves/disapproves

→ Disapproved - Returns to
Section Chief and author
with feedback

Approved - forwards electronically to Lab OD –
Deputy Director's Secretary

↓

Lab OD reviews Topic Concept Memo/Approval
and approves/disapproves request

→ Disapproved - Returns to
Branch Chief with
feedback

Approved - forwards App to Prepare electronically to
Branch Sec'y (POA)

↓

Lab OD forwards Topic Concept Memo electronically to
Assoc. Director for Mining and Construction

↓

Assoc. Director for Mining and Construction
reviews Topic Concept Memo

→ Disapproved -
Returns to Lab OD
with feedback

Approved

↓

Assoc. Director for Mining and Construction forwards
Topic Concept Memo to Lab OD

↓

Lab Director presents Topic Concept Memo to
NIOSH Lead Team

↓

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              ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
                 Approved by NIOSH Lead Team
              └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
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Section Chief notifies ITSO (Ed Dacey) who will advise on documentation, control of code, system security, etc.

Author develops draft software and user documentation following the NIOSH-Developed Software approval/distribution guidelines

Author consults with Health Communications team for look/feel of documentation; developing draft product packaging

Author submits draft software and user documentation for beta testing

Author reconciles draft software issues based on input from beta testers

Author prepares *Software for Review* package (description of the software, its application and range of use, an installation program or setup instructions, a generous help file, and review form)

Section Chief reviews draft software and documentation to ensure clarity, technical correctness, data accuracy; determines if content may have impact on MSHA; if so appropriate MSHA reviews identified; if potential impact on other NIOSH projects, appropriate NIOSH reviewers identified.

Approved

Branch Chief reviews draft software and documentation for policy issues and appropriateness of MSHA and/or NIOSH reviewers

Approved

Lab OD reviews draft software and documentation

Approved

Assoc. Director for Mining and Construction reviews draft software and documentation for policy and other issues; obtains clearance from NIOSH OD for external review

Approved

Draft software and documentation sent out for review following the NIOSH-Developed Software approval/distribution guidelines

Author reconciles **all** reviewer comments regarding software and documentation; writes letters to reviewers addressing their comments

Author prepares *Software Approval Package* (Software Approval Form, the software package as sent for review, the review form(s) with comments, author replies, and the final version of software), and submits the package through Section Chief to Branch Chief

Branch Chief reviews *Software Approval Package*

Approved

At Branch Chief's discretion - forwards *Software Approval Package* to Technical Writer/Editor for editing of documentation

Author consults with Health Communications team for completing final documentation and product packaging

Lab OD reviews *Software Approval Package*

Approved

Assoc. Director for Mining and Construction reviews *Software Approval Package*; obtains clearance from NIOSH OD for distribution

Approved

Produce final software/multimedia product and disseminate

For Web distribution, obtain security clearance from CDC Atlanta

Publication information entered into NIOSHTIC2 database

Send software and documentation to Mining Web Coordinator for web posting